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Class Specifications  
for the Class:

PUBLIC TRANSPORTATION SPECIALIST  
(PUBLIC TRANSPORTATION SPCLT)

Distinguishing Characteristics:

This class reflects responsibility for providing support services to the State Public Utilities Commission (PUC) by independently reviewing, analyzing and recommending disposition of applications for and notifications of various business activities which are regulated by the PUC (e.g., certificates and permits for public transportation carriers to conduct business; applications for tariff additions and revisions; notification of purchases, mergers and consolidation of transportation companies, etc.). Such responsibility involves reviewing and analyzing a variety of documents for compliance with PUC laws, rules and regulations and filing requirements and scrutinizing the reasonableness of the request based on the impact of a proposed activity on other businesses in the industry, identifying issues that need to be addressed/resolved, and making recommendations to the PUC for approval/disapproval.

A position in this class works independently on all cases involving applications for permits and certificates to conduct PUC regulated businesses, transfer of certificates and permits, and suspension or termination of PUC regulated operations and services. For tariff addition and revision requests, assignments involve simpler cases involving smaller businesses whose charges and fees do not have a serious impact on the State's economy.

Technical assistance and collaboration with other PUC staff to identify problems and issues (e.g., financial accounting reports may require examination by auditing staff) is sought as needed. The work is performed under the general supervision of a higher level Public Transportation Specialist who reviews all recommendations before submission to the PUC.

In addition, a position in this class may investigate complaints of non-compliant public transportation operations and facilities, evaluate findings and draft letters or orders relating to violations and need for compliance, evaluate and propose amendments to rules and regulations governing work activities, and conduct other special studies or investigations.

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Examples of Duties:

Reviews and analyzes applications for temporary and permanent certificates and permits for property and passenger carriers, transfer of certificates and permits, and/or suspensions or termination of operations and services; determines financial soundness of applicant by reviewing the Balance Sheet which contains information pertaining to the assets and liabilities of the applicant; reviews Projected Income Statement and Projected Operating Revenues and Statistics of applicant to determine feasibility of business enterprise to which permit being applied for will be used; coordinates the review and seeks the assistance of the PUC audit staff in the review of applications of large corporations with highly complex Balance Sheet, Projected Income Statements, and Projected Operating Revenues and Statistics; reviews applicant's statement of need for services and makes preliminary determination that the need for such services actually exist and that approval will not result in harmful competition to existing companies; explains regulatory requirements and provides advice to applicants; recommends approval of application to a higher level specialist based on own review and with the assistance of the audit staff as necessary; prepares reports which summarize the analysis of each docket, identifies any issues (such as impact of services to existing companies providing such services, prior complaints, prior affiliations with companies that had trouble with the PUC, etc.) that need resolution by the applicant that could not be resolved before the scheduled hearing, and provides specific questions to be asked by the Commission at the hearings; reviews the transcripts of the hearings and submits recommendation for action by the Commission.

Examines and analyzes tariff applications, changes and additions to tariff; evaluates studies prepared by the applicant/representative for the justification of increases in tariff; and prepares reports of findings and recommendations for approval/disapproval by the Commission.

Reviews notification of purchases, mergers and consolidation of transportation companies, and changes to makeup of corporations; verifies proper registration of businesses; identifies officers of firms to assist in determining financial fitness of firm; and reviews financial reports with the assistance of auditing staff.

Conducts investigations of non-compliant carrier operations and facilities; reviews records and inspects equipment and property of transportation companies; and drafts letters or orders notifying carrier of violations and need for

compliance.

Evaluates and proposes amendments to rules and regulations governing the issuance of certificates and permits, tariffs, and financial accounting records of public transportation carriers; and consults with auditing and other staff to determine impact and feasibility of changes to rules and regulations.

Conducts special studies or investigations.

Knowledge and Abilities Required:

Knowledge of: Business finance related documents such as financial statements, business plans, revenue and operational cost projections, profit and loss statements, audit reports, budget reports; analytical and research methods and techniques; report writing techniques; and interviewing methods and techniques.

Ability to: Plan, organize, and conduct studies; identify problem issues and data needed to resolve those issues; review business financial documents such as financial statements, business plans, revenue and operational cost projections, profit and loss statements, audit reports, and budget reports, and recognize discrepant, inaccurate, illogical and/or irrelevant information; communicate effectively with the public; learn, interpret and apply pertinent laws, rules and regulations; and learn the principles and practices governing the regulation of public transportation activities.

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This is the first specification for the new class PUBLIC TRANSPORTATION SPECIALIST (PUBLIC TRANSPORTATION SPCLT).

Effective Date: 8/30/93

DATE APPROVED: 8/30/93

/s/ Ann K. Kon  
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Director of Personnel

Services